

VACANCY ANNOUNCEMENT

(U.S Chief of Mission's Residence Manager)

OPEN TO: All Internal and External Interested Candidates (Women are encouraged to apply)

POSITION: Residence Manager (14-149)

OPENING DATE: November 20, 2014

CLOSING DATE: Open until filled

WORK HOURS: Full-time, 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please note that this is **NOT** an Embassy official position/employee and the incumbent will be working directly for the Chief of Mission as a member of their personal residence staff.

Major duties and responsibilities:

Employee serves as the Residence Manager at the Chief of Mission's Residence. Responsibilities are as follows:

Supervision of other residence staff:

- Establish daily routines and upkeep of the Residences.
- Train and manage the Residence staff (setting work schedules, keeping time and attendance records, supervising staff performance to ensure high standards are maintained).
- Establish and maintain files of supporting documents relating to personnel time & attendance, salary and benefits.
- Oversee the residence staff in procurement and preparation of all food served; food storage and service; food handling and sanitation procedures; compliance with health and safety standards; cleanliness; presentation.
- Responsible for coordination with the Ambassador and Deputy Ambassador, Ambassador's and Deputy Ambassador's Office Management Specialist (OMS), and Protocol Assistants on events that take place in the residence.

Official Residence Expense (ORE)

- Manage all household expenses; control and account for funds; do most of the non-food shopping for the Residences.
- In coordination with the Ambassador's and Deputy Ambassador's OMS, prepare monthly ORE vouchers and review for accuracy before submitting for the Ambassador's and Deputy Ambassador's signature.

Representational events/funds

- Plan and coordinate representational events (working closely with the Protocol Assistants in relation to scheduling and guest lists) to include staffing, furniture requirements, menu

preparation, table/seating arrangements, ordering and purchasing any needed items, supervising deliveries, supervising caterers or outside contractors and/or laborers, and orchestration of event.

- Attend all official functions to oversee operations.
- In coordination with Ambassador's and Deputy Ambassador's OMS, manage costs and prepare representational vouchers documenting official events in coordination with the Financial Management Office (FMO) and adhere to government regulations and budget for final signature by the Ambassador and Deputy Ambassador.
- Establish and maintain files of supporting documents relating to representational events/vouchers

Maintenance/Inventories of assets

- Prepare procurement requests for daily operational requirements of the Residences in coordination with FMO for final signature by the Ambassador and Deputy Ambassador.
- Responsible for maintenance and management of all assets within the Residences, including conducting inventories and ensuring that official and personal property of the residence is protected from loss and damage.
- Liaise with General Services Office (GSO) and FMO to arrange necessary maintenance, repair, etc.
- Responsible for accepting all expendable supplies as well as performing periodic inventories.

Other Duties

- Control access to the Residences in coordination with the Regional Security Office, instruct the security guards about guests and visitors, and give authorization for people to enter the residence.
- Other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary (High) school is required.

Experience: Must have at least one year experience in general administrative and/or financial field and three (3) years managerial experience with NGO, International Organization, and/or UN Agency. Two years supervisory experience, supervising a staff of at least two persons, is required.

Language: Must have level three (good working knowledge) in English and Level 3 (good working knowledge) in Dari.

Knowledge: Should be familiar with the administrative and financial requirements of running a high-level residence or restaurant, including catering, hotel, or restaurant functions.

Abilities and Skills: Incumbent will participate directly in recruitment and hiring of staff and will be responsible for establishing work schedules, training new employees, evaluating staff, etc.

SUBMIT APPLICATION TO

Human Resources Office, U.S. Embassy Kabul

Applications should be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: Residence Manager (14-149).